Remote Participation Study Committee

Date: **May 24, 2022**
Time: **7:30 – 9:30 pm**
Location: Virtual, via Zoom.

Minutes

Attendance: Mustafa Varoglu, Chair, Jennifer Susse, Co-Chair, Stacie Nicole Smith, Secretary, Jim Feeney, Eric Helmuth, Alex Bagnall.

AGENDA
1. Review and accept meeting minutes from April 19, 2022 meeting
2. Public Comment – 15 minutes
3. Future meeting dates – 10 minutes
4. Hybrid Demo Current and Next steps - 40 minute
5. Future business – 10 minutes

Decisions Reached and Action Items:
- **Resend April 19 minutes for approval at next meeting**
- **June 7 will be sub-committee work sessions**
- **Next Committee meeting will be June 21**

Summary of Discussions:

Approval of the Minutes: Approval of minutes was deferred.

Public Comment: No members of the public were present

Future Meeting Dates: The group discussed the list of dates and their availability. The table below shows people's availability as discussed so far. It was suggested that the sub-committees/working meeting might meet on some of these dates.

Hybrid Demo Current and Next Steps:

Advice/Support for Pilot Participants – Stacie, Jennifer, Rachel, and Janice

The group had developed a list of documents to be provided to those piloting hybrid meetings:

- A detailed explanation of how to use the hybrid meeting technology in each of the rooms, including how to ensure that the meetings are fully accessible.
- A list of "decision points" that each board, commission, and committee will need to make before beginning the pilot.
- A short description of the remote participation pilot that clearly spells out any difference in access or participation for in-person and remote participants to be posted along with the meeting announcement and agenda.
- A short google questionnaire to be filled out by meeting participants at the end of each hybrid meeting. Separate quantitative information will be collected from the Board Chair regarding the location of participants, meeting length and structure, etc.
- Questions to ask each board, committee, and commission during the three and six-month check-in.

Discussion points:
- Many of the committees who agreed to join the pilot are eager to get started.
- We need to be sure that we are not setting town policy, and that we do not go beyond our mission. While we recommended the pilot to the Select Board, they gave further role over the pilot to the Town Manager, particularly about staffing – they need to be involved. Not this committee's pilot, not part of our charge. We have progressed to implementing one of our recommendations – we need to check in with Town Manager.
- Town Manager's representative: I expect that these tasks are totally appropriate for the committee, feel very comfortable. It is appropriate to provide tools to try to help the pilot be successful.
- The highest value we can provide is evaluating what worked and what didn't
- We will also need to help create the appropriate training materials for Select Board, Committees, and commissions and/or liaison staff

- RE the "How to use the technology" document: When might rooms be set up, in order to provide explanation of hybrid meeting technology for pilot committees?
  - Need to test meeting sizes for 1 versus 2 meeting Owls. Ready in a week or two (Discuss June 21)
  - Neat Products, 3-4 weeks before ready to try to use those. Some out of box, others need IT mounting. (Discuss July 12)
  - August 2 deadline for this documents.

- Decision points and options document – can work on now. E.g., How determine the order of speaking between room and remote? DRAFT by June 21.
  - Include draft language for committee to include with their agendas to clarify the expectations for in person vs remote participants.
- Description of the pilot document – needs knowledge of the technology

- Google questionnaires for participants – post-meeting, ask: were there remote participants, what worked and what didn't? Separate version for the Chair? BEGIN work on this now, also.

<u>Prepare the room equipment and locations, and logistics – Mustafa, Jim, Eric</u>

- Accepted 4 meeting Owls today. Expect our Neat Zoom materials to arrive in two weeks. Will meet with AV vendor to work on installation in Town Hall and Central School.
- Room we were considering at community center has a loud HVAC – we may have to test.
- RPSC committee members can do first trials of rooms and equipment in June/ July
- Hold future RPSC meetings in new hybrid rooms
- We should do trials to practice using the equipment either remotely or in person, so all of us can experience each of these conditions.

<u>Meeting Schedule:</u>
- The group developed and adjusted the following table during the meeting:

Date (all Tuesdays)	Unavailable	Subcommittee work meetings	Logistics Deliverable	Guidance Deliverables
May 24	Rachel			
June 7	Jim late	X		
June 21	Jim late		Owls Rooms	**Draft** Decision point document. *Will include draft language for expectations for remote and in-person participants based on decision points document*
July 12	Jim		Neat Rooms	
Aug 2				How to use room documents;
Aug 23	Jennifer, Rachel, Stacie maybe			Google Questionnaire (mid August) for i) attendees ii) chair-specific Qs What worked/ what didn't
Sept 13				
Oct 4 (Kol Nidre)	Janice, Stacie			

Oct 25	Rachel			Material for 3 to 6 month check-in
Nov 15				
Dec 6	Rachel			
Dec 20				
Jan 10				
Jan 31				
Feb 21				
March 7				
March 21				
April 4				

Meeting adjourned at 8:48 pm.